

# **Career and Technical Education FY'13 Application Guidelines**

(Effective July 1, 2012 – June 30, 2013)

## **STATE ALLOCATION GRANT**

### **I. Overview – State CTE Fund**

For fiscal year 2013, an estimated **\$3,543,822** is available in state funds to support career and technical education. Approximately thirty-one percent (\$1.1 million) is allocated for competitive grants as described in this application; and approximately fifty-nine (\$2.06 million) percent is allocated to districts based on duplicated CTE student counts in each high school for ongoing program improvement and maintenance. The remainder of funds is used for state leadership activities that include career and technical student organizations, standards and assessments development, professional development, and local assessments costs.

The CTE Skills for Employment and Lifelong Learning, which contain the Program Quality Criteria (PQC), and the supporting Site-Based CTE Program Assessment are available to use as self-evaluation tools to help determine program needs. Both documents may be accessed online at the following web address: [http://www.doe.nv.gov/CTE\\_Standards.htm#CTE\\_Documents\\_and\\_Initiatives](http://www.doe.nv.gov/CTE_Standards.htm#CTE_Documents_and_Initiatives)

Existing programs are currently organized within six program areas: Agriculture and Natural Resources Sciences; Business and Marketing Education; Family and Consumer Sciences Education; Health Science/Public Safety Education; Information and Media Technologies Education; and Skilled and Technical Sciences Education. (See the State CTE Course Catalog for information on programs and course sequences within a program area.)

In addition, other areas of focus may include programs and services that support the program quality criteria shown on the following pages.

Each agency (school district) will submit one application for these funds.

#### **\$2,066,822 in a duplicated student allocation for improvement and maintenance**

Agencies will receive direct allocations based on each high school's program duplicated enrollment for maintenance, improvement and support. Funds will flow through the district directly to each of the secondary programs at each high school site. Allocations will be identified for each district's high school sites by program. Each site program should develop budgets based on maintenance or improvement using the Program Quality Criteria (PQC) as outlined in the Skills for Employment and Lifelong Learning Initiative. These budgets will then be forwarded to the district's Advisory Technical Skills Committee for final approval. Each program will receive approximately \$30 for each student enrolled in that site program based on a duplicated count. For example, the program of Health Sciences/Public Safety at a high school with an enrollment of 250 students would receive a budget of approximately \$7,500 for maintenance, improvement and support.

## **Evaluation**

The CTE Skills for Employment and Lifelong Learning, which contain the Program Quality Criteria (PQC), and the supporting Site-Based CTE Program Assessment are available to use as self-evaluation tools to help determine program needs. Both documents may be accessed online at the following web address: [http://www.doe.nv.gov/CTE\\_Standards.htm#CTE\\_Documents\\_and\\_Initiatives](http://www.doe.nv.gov/CTE_Standards.htm#CTE_Documents_and_Initiatives)

## **II. Key Provisions of Allocation Funds**

### **Establishment, maintenance and improvement of high school programs of Career and Technical Education**

Funds shall be granted to school districts and qualifying charter schools to maintain, improve, and expand programs of career and technical education.

Programs may be maintained to the extent that the school district or eligible charter school can demonstrate the use of such funding is needed for the program to meet the Program Quality Criteria. The local education agency will assure that funds made available under this fund for career and technical education activities will supplement, and shall not supplant, non-federal funds expended to carry out career and technical education activities and tech-prep activities.

Although school districts or eligible charter schools may prioritize funding to meet one or more of the elements of the Program Quality Criteria, a comprehensive approach to meeting all the criteria must be demonstrated.

The key elements of the Program Quality Criteria, approved by the State Board of Education as part of the Career and Technical Education Skills for Employment and Lifelong Learning Initiative, are listed below:

**(1) Standards and Instruction**

The CTE program is organized and sequenced around career paths with clear performance standards.

**(2) Leadership and Citizen Development**

Students develop leadership, citizenship, interpersonal and employment skills through involvement in the following Career and Technical Student Organizations (CTSOs): DECA; FBLA; FCCLA; FFA; HOSA; and SkillsUSA.

**(3) Practical Application of Occupational Skills**

Practical application of occupational skills is accomplished through classroom simulation and/or work-based learning experiences.

**(4) Qualified and Competent Personnel**

All CTE teachers are competent and qualified with the appropriate occupational proficiency. Ongoing professional development is provided to instructors.

**(5) Facilities, Equipment and Materials**

Facilities, equipment, instructional materials and supplies comply with health and safety standards and simulate current and emerging technologies, and are of sufficient quantity and quality to meet the needs of students.

**(6) Community, Business and Industry Involvement**

Individuals representing local business and industry, parents, administrators, postsecondary education, etc., serve on subject-area advisory committees to provide support and guidance in the development, operation and evaluation of the program.

**(7) Career Guidance**

CTE staff, guidance counselors and other resource personnel provide career guidance services to ensure that students enroll in CTE programs that are consistent with their aptitudes and career interests.

**(8) Program Promotion**

There is a systematic plan to promote and market the CTE program within the school and community.

**(9) Program Accountability and Planning**

There is a systematic means of assessment to ensure the program's scope, design, content, instruction and administration meet the instructional objectives. The assessment process is used to develop short- and long-range improvement plans.

**(10) Student-Teacher Ratio**

Appropriate class size is maintained to ensure effective instruction and safe working conditions are maintained. Class sizes must be monitored closely, especially in lab settings where time-on-task and safety are concerned.

### **III. Uses of Funds**

Funds may be used for the following purposes:

- (1) Support standards and instruction
- (2) Support CTSO development & improvement at local, regional, state, & national activities
- (3) Support work based learning, cooperative, and entrepreneurship development
- (4) Professional development and staff support
- (5) Support facilities, equipment, and materials
- (6) Advisory Technical Skills Committee
- (7) Career exploration and guidance
- (8) Program promotion and marketing
- (9) Program accountability
- (10) Student – Teacher Ratio

### **IV. Application Directions for Allocation Funds**

This request for application will be utilized for the program **allocation funds**. Applications will be approved based on the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures. Funds may remain at district level for financial purposes, but budgets will be developed at the local site level. Grants must include each site's budget so the allocation amount is transparent. Each application must include the following components:

**Direct Enrollment Allocation Funds**

- (1) **Cover page:** Use the required cover page as the first page of the application and include all requested information and signatures.
- (2) **Assurances:** The district must sign the CTE Fund assurance page provided in the appendix.

- (3) **Narrative:** Describe how the district will ensure schools will utilize the funds following the Program Quality Criteria to improve and support programs, and describe the role the advisory technical skills committee will play to develop a plan for all programs to meet the criteria.
- (4) **Budgets and Budget Narratives:** Submit one budget summary for the district total amount and one budget detail showing the amount allocated to each high school, with the budget details or budget narratives showing amounts allocated to each program area at each school. Or, submit separate budget summaries and details per high school, with the budget details showing amounts allocated to each program area. Budgets cannot exceed allocated amounts per site and program area. (See below for exceptions.)
- (5) **Time Line:** Provide a timeline that shows the estimated timeframes for the grant objectives and funding deadlines.
- (6) **Staffing:** Describe the number of staff devoted to the project and their professional preparation. The subgrant recipient must identify the full-time equivalency (FTE) of each position supported with funding. If a salary is paid partly from the grant and partly from another fund source, describe how the time allocated for cost objectives paid by state funds will be accounted for (i.e., personnel activity report or time log).

If a salary is funded wholly by the state funds for one cost objective (i.e., program related activities), the recipient must provide assurance that written documentation, provided minimally on a semi-annual basis, is filed by the supervising administrator to ensure all activities of the funded position are directly related to the cost objective of the sub-grant from which the position is funded.

If a salary is funded wholly by the state funds for more than one cost objective (i.e., program-related activities and administration), describe how the time allocated for each cost objective funded by state funds will be accounted for (i.e., personnel activity report or time log).

**Note: District Funding Threshold Deadline:** The district may select a cut-off date for local high schools or programs to expend the funds. If a high school program has not expended or encumbered all or part of those funds, the district may then move those un-obligated funds into another comparable program for special projects. The district will consult with the department to determine this deadline. A district may request a minimum funding threshold for specific high schools that have a low CTE student enrollment. Once approved, the threshold will allow districts to shift funds from schools qualifying for minimum funds to other school sites.

**Note:** By submitting an application, the local education agency agrees to provide the Department of Education information as needed to report to the Legislature on the effectiveness of state CTE funds.

## V. Submitting the Application

### (1) Application Package

- a. Submit one application with a complete set of original signatures and two copies. All applications must be approved by the school district superintendent or designee. Faxed applications will not be accepted.
- b. The application must be submitted in the format provided in this application package. The cover page must be shown as the first page of the application. Failure to follow the format and

directions provided may result in the application not being accepted or a delay of review and approval.

- c. Items requiring signature are the **Application Cover Sheet and Budget Summary Form**.
- d. The application must be **single-sided, paginated, and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**.

**(2) Mailing Address**

Mail the original and copies to: Michael J. Raponi, Director  
Office of Career, Technical, and Adult Education  
Nevada Department of Education  
755 N. Roop Street, Suite 201  
Carson City, NV 89701

**(3) Application Deadline**

The application must be received by **5:00 p.m. on Friday, May 25, 2012** to be eligible for funding.  
(Note: Fax and electronic copies will not be accepted)

**(4) Information**

For additional information, contact the Office of Career, Technical, and Adult Education at the Nevada Department of Education at 775-687-7300.

**Forms:**

**Application Cover Page**  
**CTE State Fund Assurances**  
**Budget Summary**  
**Budget Detail**  
**Allocation Fund Table (Enclosure)**

**Fiscal Year 2013 CTE Allocation Grant  
July 1, 2012 – June 30, 2013**

**APPLICATION COVER PAGE**

**Agency:** \_\_\_\_\_

**Application Director:** \_\_\_\_\_  
(Name, position and telephone number)

\_\_\_\_\_  
(Email address)

**Fiscal Manager:** \_\_\_\_\_  
(Name, position and telephone number)

\_\_\_\_\_  
(Email address)

**Monitoring  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)

\_\_\_\_\_  
(Email address)

**Evaluation  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)

\_\_\_\_\_  
(Email address)

**Accountability  
Reporting  
Coordinator:** \_\_\_\_\_  
(Name, position and telephone number)

\_\_\_\_\_  
(Email address)

**Advisory Technical  
Skills Committee:** \_\_\_\_\_ (Signature of authorized representative) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Printed name of authorized representative)

**Application  
Submitted By:** \_\_\_\_\_ (Signature of authorized representative) \_\_\_\_\_ (Date)

\_\_\_\_\_  
(Printed name of authorized representative)

## **ASSURANCES**

### **State CTE Fund**

#### General

1. The local educational agency will assure that no state CTE funds will be used to provide career and technical education programs to students prior to the ninth grade, except that equipment and facilities purchased with funds may be used for such students.
2. The local educational agency will assure that no funds made available under this fund will be used to require any secondary school student to choose or pursue a specific career path or major.

#### Grants Management and Accountability

3. The local education agency will assure that maintenance of fiscal effort on either a per-student or aggregate expenditure basis is required.
4. The local education agency will assure that funds made available under this fund for career and technical education activities will supplement, and shall not supplant, non-federal funds expended to carry out career and technical education activities and tech-prep activities.
5. The local education agency will assure supporting documents for expenditures will be maintained for audit. Funds will not be commingled with other state and local funds and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific career and technical education goals.
6. Effective and separate accounting procedures of the recipient will be employed to assure that funds from federal sources will not be commingled with state or local funds, but will be separately identified as expenditures of federal funds.
7. Fiscal control and funds accounting procedures shall be established as deemed necessary to assure proper disbursement of and accounting for state funds paid to a recipient for programs and projects.
8. The fiscal and statistical records are subject to and upon request will be made available for audit by the State of Nevada to determine whether the recipient has properly accounted for funds expended for career and technical education and services.
9. Records will be kept which fully disclose the amount and disposition of state funds allocated, as well as the total expenditures of funds for career and technical education programs and services supplied by funds from other sources. This may include time accountability sheets for individuals funded under the state CTE funds.

#### **Personnel**

10. School district career and technical instructors, counselors, supervisors, and other professional personnel involved in career and technical education who participate in state funded projects will be licensed in accordance with current Rules and Regulations established by the Commission on Professional Standards in Education.

#### **Data Management**

11. All eligible recipients participating in state funds will participate in, maintain, and utilize a performance accountability system in the reporting of all career and technical programs in the Nevada Career and Technical Education Reporting System (CTERS); provide data required for reporting the performance measures designated by the State's performance indicators; and assure that staff involved in the accountability system receive the training necessary to maintain a quality system.
12. All eligible recipients will provide sufficient information to the State to enable the State to comply with the requirements of allocating funds to area trade schools and intermediate educational agencies.



## **Evaluation**

13. Participating agencies will cooperate with and the Department of Education with the Program Quality Criteria self evaluation, advisory committee evaluation, and state/peer evaluation.
14. An assurance that the applicant will comply with reporting procedures required by the Nevada Department of Education, which will assess the progress of its career and technical education programs and will include a review of outcomes related to the quality criteria indicators.
15. An assurance that the evaluation and review of programs will include the full participation of representatives of individuals who are members of special populations. This review shall be used to identify and adopt strategies to overcome any barriers which are resulting in lower rates of access to career and technical education programs or success in such programs for individuals who are members of special populations and to evaluate the progress of individuals who are members of special populations in career and technical education programs assisted under this fund.
16. An assurance that the eligible recipient will comply with the Department of Education's requirements for State monitoring.

## **Local Program Improvement Plan**

17. An assurance that if the applicant determines they are not making substantial progress in meeting the performance indicators approved by the State Board, the recipient of funds will develop a plan, in consultation with teachers, parents, and students concerned, for program improvement for the succeeding school year. The plan will describe how the recipient will identify and modify programs and will include a description of career and technical education and career development strategies designed to achieve progress to improve the effectiveness of the programs conducted with assistance under this fund, and will, if necessary, develop a description of strategies designed to improve supplementary services provided to individuals who are members of special populations.

## **Community, Business, Industry, Parent/Student Involvement and Appeal**

18. An expedited appeals procedure is established by which community, business, industry, parents, students, teachers, and area residents concerned will be able to directly participate in State and local decisions that influence the character of programs under this fund affecting their interests; and technical assistance will be designed and provided to ensure that such individuals are given access to the information needed to use these procedures and will be notified regarding the procedure regarding complaints/appeals upon request.

## **State Requirements**

19. The provision for advisory committees, program articulation, rural participation, program of study, academic integration, and career guidance and counseling, as described in the State CTE Plan will be fully implemented, as required.

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(Printed Name and Title of Authorized Representative)

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(Signature)

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(Date)

# NEVADA DEPARTMENT OF EDUCATION

## Budget/Expenditure Summary

Agency: \_\_\_\_\_ Project Number: \_\_\_\_\_

Project Name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_

Check One:              **Budget** \_\_\_\_\_      **Amendment** \_\_\_\_\_      **Number** \_\_\_\_\_

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	<b>Total</b>			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	<b>Total</b>			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	<b>Total</b>			
<b>SUBTOTAL 100 – 600 &amp; 800</b>				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
<b>TOTAL</b>				\$

\* All items of value must be itemized in the budget detail

\*\* Indirect cost rates must be approved by the Department of Education before the sub-grantee may budget for and charge those costs to the grant.

\_\_\_\_\_  
**Signature of Authorized Agency Representative**

\_\_\_\_\_  
**Date**

**Department of Education Use Only**

\_\_\_\_\_  
**Initial**

\_\_\_\_\_  
**Date Approved**

### Budget Detail / Supplemental Schedules

Agency \_\_\_\_\_ Project Name \_\_\_\_\_

A	B	C	D	E	F
OBJECT CODE	TITLE OF POSITION/ PURPOSE OF ITEM	PROJECT TIME (FTE)	QUANTITY	SALARY, RENTAL OR UNIT COST	BUDGETED AMOUNT

\*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.